Developer Advisory

"Actuate Report Publishing Guidelines"

The enterprise Development Group

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Purpose
Following are the publishing guidelines for ITS hosted Actuate reports.

Instructions

1. Create the report with one of these Oracle client versions: 8.1.5, 8.1.6, or 8.1.7.

2. When the report is ready for testing, zip it up and send it via email to **cautry@utah.gov**

3. Please state in the email what version of Actuate was used to develop the report. You will receive a reply email with your testing link.

4. If images are required in the report, make sure to include them in the zip file, but keep them separate from the report. ITS will create two folders with names based on the agency that sent the report. One folder will be for the report, the other for the images. For example, a Beaver County report would be placed inside a dictionary folder called "BeaverCounty." The report's images would be placed inside a folder off of "/images" called "beavercounty."

5. Use relative links as follows: a href="/images/beavercounty/YourImageHere"

6. If any additional custom libraries are required, ITS will install them in your custom dictionary folder. ITS can get very granular in specifying rights to folders.

7. The agency URL will contain the dictionary folder. For example: http://actuateserver/acweb/itsweb?/ beavercounty

All administration can be turned over to the agency. Once a users with the appropriate rights are created, they can publish directly by using Actuate Administrator Desktop or the E-design Suite. Note, however, that the E-report Designer Java Edition has some problems with the drag and drop publishing feature.

There are many parameters that can set when the report is executed. These parameters are required if the administrator wishes to use "http-keep-alive" and wait for the report. This will run the report immediately and then display it in the browser window. To increase speed, administrators can schedule a regular execution time for reports that have long execution times. This way, users get a cached version of the report.

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